

Appoint a liaison person and clarify role

Appointing a dedicated liaison person who knows all the people involved is immensely helpful for whānau, the child or young person, and professionals.

Defining responsibilities helps keep everyone on the same page.

- ✓ Coordinate regular communication between home and school or early childhood setting (communication book, social media, texting, email).
- ✓ Develop and manage the Individual Education Plan (IEP) process to support planning the next steps.
- ✓ Document progress, for example, through an [e-portfolio](#).
- ✓ Liaise with the rehabilitation team.
- ✓ Allocate a key contact for the child or young person and whānau when they need someone to talk to.
- ✓ Make staff aware of how to provide assistance and ensure safety.
- ✓ Coordinate scaling activities or workload up and down (sometimes children and young people will do fine for a while, and then need to reduce their activity).
- ✓ Oversee the individualising of supports.
- ✓ Coordinate medication management.
- ✓ Watch for new or recurring symptoms.
- ✓ Monitor the child or young person's levels of anxiety and frustration.

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